



Training Section Manager
Human Resource Division
Recruitment # 2007-06-0181

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural, conservation and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at

www.dnr.wa.gov

Type of Position:	WMS Band 1
Monthly Salary Range:	\$4,257 – \$5,433 depending on qualifications
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	June 15, 2007
Closing Date:	July 9, 2007
Location:	Olympia, WA

JOB PROFILE

Manages the Organizational and Professional Development (aka "Training") program, and is a member of the Human Resource Division management team. Provides leadership and central coordination for agency training programs within the Department of Natural Resources, including developing and administering policies, standards and procedures that guide planning, coordination, registration, delivery, and maintenance of records for these services.

Under the direction of the HR Division Manager, this position manages a training budget which last biennium was approximately \$225,000. This position supervises three training section staff.

THE PREFERRED CANDIDATE WILL HAVE:

- A proven track record of demonstrated leadership, integrity, vision and innovation for delivering results and creating a positive working environment.
- A Masters degree in a Learning Strategy related field (see required knowledge and skills below).
- Professional experience in organizational and professional development, including learning strategy and performance consultation, business partnership and project management (see required knowledge and skills below).
- Experience managing contracts for services and projects.

- Experience as a supervisor or team lead over professional staff.
- Membership in and/or certification from the:
 - Society for Human Resource Management
 - American Society for Training and Development
 - International Society for Performance Improvement and/or
 - Other similar organizations

Content Area Knowledge and Skills

Incumbent must demonstrate expert level knowledge in the following functional areas of learning management:

- **Learning Strategy** – expert level knowledge includes knowledge of learning theory and instructional design. Expert level knowledge is typically achieved through either a master's degree in education, instructional design, psychology, or communication, or through five years of professional instructional design and delivery experience.
- **Performance Consultation** – Expert level knowledge includes knowledge of systemic analysis of issues that require development of new standards, processes, products or services that cross organizational boundaries. Expert level knowledge is typically achieved through a Bachelor's or Masters level degree (see above) and five years experience providing internal organizational consulting.

Journey level knowledge is required in the following areas of learning management:

- **Business partnering**: Journey level knowledge includes knowledge of leveraging learning solutions to achieve business results. Journey level knowledge is typically achieved through a bachelor's degree and two years experience providing internal consulting.
- **Project management** - Journey level knowledge includes knowledge of project management and best practices, preferably on educational products. Journey level knowledge is typically achieved through two years experience managing multiple, concurrent projects of varying complexity and scope.

Key Supervisory and Managerial Knowledge and Skills

- Leading teams and building effective interpersonal relationships
- Research, investigation, analysis and problem solving
- Leading change, and effecting change through influence
- Continuous learning
- Planning and assigning work, including setting performance standards and expectations
- Developing and maintaining a strong customer and positive-results orientation
- Evaluating and documenting performance
- Performance feedback and coaching
- Employee motivation and performance-based recognition
- Corrective action tools and strategies
- Effective communications (written and verbal)
- Building consensus and resolving conflicts
- Building, maintaining and strengthening partnerships, working cooperatively with individuals both within and external to the organization

SPECIAL REQUIREMENTS AND/OR WORKING CONDITIONS

Work Setting: Position's assigned duty station is the Natural Resources Building in Olympia Washington. Work is performed almost exclusively (90%) indoors in office environments.

Schedule Variations: This position is FLSA-exempt. Incumbent is expected to maintain core business hours during a typical 40-hour workweek. Incumbent is expected to adjust schedule and work additional hours as customer demands and workload vary.

Travel Requirements: Position requires occasional (10%) travel for meetings, trainings, and/or visits to region offices and work centers in remote and often rugged locations throughout the state.

Equipment: Office duties require use of standard office furniture and equipment (e.g. desks, files, cabinets, computers, telephones, fax machines, copy machines, etc).

This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer.

Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply. Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.

Hazardous Materials: While in an office setting position does not come in contact with any hazardous chemicals other than standard surface cleaners and adhesives.

Customers: Position requires frequent (60%) contact with internal customers (managers, supervisors, employees), internal stakeholders (Business and Operations Assistants, Personnel Contacts, Training Coordinators and Designees), and external stakeholders (other HR managers and professionals, Department of Personnel staff, other state or federal agency staff, etc.).

APPLICATION PROCESS:

To be considered for this position please submit:

- A letter of interest describing your qualifications as they relate to the position and where you heard about this position.
- A Resume with employment history
- At least 3 professional references with direct knowledge of your qualifications for this position, including at least one reference from a current and former supervisor, one from a peer, and one from a subordinate.
- An online voluntary [Applicant Profile Questionnaire](#).

Submit all materials by the closing date to:

Electronic method preferred	OR other method
dnrrecruiting@wadnr.gov	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate Training Section Manager and Recruitment #2007-06-0181 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Phil Wilson at 360-902-1652 or e-mail us at DNRrecruiting@wadnr.gov.

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